



Membership/Finance Committee Agenda

November 9, 2018

10:30 am – 11:30 am

Burrough’s Community Center

2470 Fairfield Avenue, Bridgeport, CT

(203) 334-0293

1. Moment of Silence
2. Welcome and Introductions
3. Co-Chair Announcements
4. Approval of the October 12, 2018 Meeting Minutes
5. New/Old Business
 - Review the Membership/Finance Committee Planning Council Activity Timeline (PCAT)
 - Manage Membership Application Process
 - Review PC Member Attendance Analyze PC membership for Federal Reflectiveness Mandate
 - Assist with Membership Recruitment Campaign
 - Review PC Application and make updates
 - Review Planning Council Feedback from October 12, 2018
6. Ryan White Office Report
 - Review Expenditures by Service Category
 - Determine the Unobligated Balance Estimate
7. Unresolved Parking Lot Items

ITEM	STATUS
Follow up with HRSA on how race/ethnicity information is captured on the reflectiveness	Awaiting HRSA Guidance
Review membership application to make sure all questions are relevant	Committee will review this in November
Discussion about current meeting schedule and how to optimize consumer attendance	This will be discussed under ‘Review PC member attendance’ above
Re-evaluate PC members statuses for April	This will be added to the M/F PCAT in January

8. Announcements
9. The next M/F meeting is January 11, 2018 from 10:30 am – 11:30am (Burrough’s Community Center).
10. Adjournment

All meetings are digitally recorded for the accuracy of the information presented. The actions of these recordings will fall within the policy approved by the Planning Council on June 12, 2015.